

**RULES
OF
DEPARTMENT OF FINANCE AND ADMINISTRATION
ADMINISTRATION DIVISION**

**CHAPTER 0620-3-1
PUBLICATION OF ANNUAL REPORTS**

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0620-3-1-.01 RULES GOVERNING PUBLICATION OF ANNUAL REPORTS. Whenever a state department or agency publishes an annual or semi-annual report, the rules prescribed by this chapter shall be followed.

Authority: T.C.A. §4-414. Administrative History. Original Rule filed December 1, 1975, effective February 13, 1976.

0620-3-1-.02 PHYSICAL SPECIFICATIONS

- (1) All reports should be a standard size of either 8½ " by 11" or 5½ " by 8½", printed on both sides of the paper.
- (2) Text and cover stock shall be selected from paper currently available on state contract.
- (3) The printing of the text and the cover of the report is to be one color only.
- (4) The body type is to be set in-house by typewriter whenever possible or by the Printing Division. No outside commercial typesetting is to be used.
- (5) Binding styles shall be limited to the capabilities of the Printing Division (staple, plastic combs, adhesive). Annual reports shall not be hard-bound.
- (6) The number of copies will be governed by statutory requirements. Any additional number of reports to be printed will be justified by evidence of a recently revised distribution list. Careful analysis of surplus reports from previous years will indicate the number to hold in stock.

Authority: T.C.A. 4-414. Administrative History. Original Rule filed December 1, 1975, effective February 13, 1976.

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- (1) The text should be edited and rewritten in order to reduce the number of pages wherever possible.
- (2) Photographs and artwork, including charts and graphs, are to be held to a minimum.
- (3) All narrative and statistical materials should be edited to eliminate duplication of material contained in other publications such as the Budget Document, the Tennessee Blue Book, the Annual Financial Report of the State, and other statistical or promotional reports of your department.
- (4) An annual report should be informative, brief, sparing of statistics, and moderate in cost with distribution limited to individuals in organizations requiring the information.

(Rule 0620-3-1-.03, continued)

Authority: T.C.A. 4-414. **Administrative History.** Original Rule filed December 1, 1975, effective February 13, 1976.

0620-3-1-.04 DIRECTOR OF PRINTING. No deviation from these rules will be allowed without the approval of the Director of Printing, Department of General Services.

Authority: T.C.A. 4-414. **Administrative History.** Original Rules filed December 1, 1975, effective February 13, 1976.